

FedReg Account Instructions

A. Before you request a FedReg account, please check the Agency Registration Official (ARO) Listing to ensure that your agency has an appointed ARO. To check the ARO Listing:

1. Go straight to the ARO Listing at <https://www.bpn.gov/far/AroList.aspx>.

OR

2. Go to <https://www.bpn.gov/far/>:
 - a. Click “Extracts.”
 - b. Click “ARO Listing.”

If your agency does not have an ARO, it must appoint an ARO. Once appointed, the pending ARO must send an e-mail to Pat Brooks, Integrated Acquisition Environment, at pat.brooks@gsa.gov requesting an ARO appointment. After your agency has an appointed ARO, go to the next section.

B. If your agency’s ARO is on the list and you do not have a FedReg account, please request a FedReg account using the following steps :

1. Go to <https://www.bpn.gov/far/> and click “Request Access.” This takes you to the Business Partner Network Support Environment (BPNSE) Registration System (<https://www.bpn.gov/brs/>).
2. Check that you have read the terms and conditions.
3. Click “New User.”
4. Answer the questions and click “View Available Applications.”
5. Select FedReg for the application and click “Submit Application Request.”
6. Complete the User Profile and click “Submit Profile.”
7. A FedReg account request is sent to your ARO.

See the *Federal Agency Registration (FedReg) Software User Manual (SUM)*, page 6, at https://www.bpn.gov/FAR/docs/FedRegUserguide.doc#_Toc223173261, for screen shots and more details on requesting FedReg account access.

For password resets/assistance, contact BPNSE Accounts at Accounts@bpn.gov or call 269-961-4567 or DSN 661-4567. Please provide your name, phone number, and User ID.

C. If you already have a FedReg account and want to create or renew a record, please do the following:

1. Log into FedReg
2. Fill in information if you are creating a new record.
3. Access your record and check all fields for accuracy.
4. Update any fields that are outdated.
5. Whether or not fields have been updated, press “Submit” before exiting.

For more information on FedReg, click <https://www.bpn.gov/far/Help.aspx>.